



# OFFICE OF THE CITY CONTROLLER CITY OF HOUSTON TEXAS

RONALD C. GREEN

## Internship opportunities in the Executive Division consist of:

- Performing duties related to public/fiscal policy, research, special projects, community development, communication such as:
  - Special projects as assigned by the executive staff.
  - Staffing/advancing the Controller or executive staff at various functions.
  - Briefing staff on current issues.
  - Researching items as it relates to economic development and fiscal policy.
  - Representing the Controller's office at various functions.
  - Assisting with the Bank on Houston program.

## Internship opportunities in the Treasury Division consist of:

### Investment

- Participating in various tasks and procedures of investments
  - Due diligence reviews on various commercial paper issuers
  - Assist with daily investment and enter trade information into treasury accounting system (SunGard)
  - Monitor and maintain database of economic statistics
  - Assist with monthly and quarterly reports
  - Perform other routine duties and ad hoc projects as request

- Becoming familiar with the investment process

### Debt

- Participating in various tasks and procedures of debt management
  - Due diligence reviews on various banks
  - Assist with maintaining debt service schedules and calculation of interest payments
  - Banking functions, which include wire transfers, positive pay and preparation of payment vouchers
  - Assist with monthly and quarterly reports
  - Perform other routine duties and ad hoc projects as request

- Becoming familiar with the debt management process

## Internship opportunities in the Administration Division consist of:

- Performing duties related to operating receptionist desk such as:
  - Time stamping mail and distribution to employees.
  - Answering multi-line phone and greeting guests.
  - Distribution of supplies and maintaining inventory.

## Internship opportunities in the Financial Reporting Division consist of:

- Performing Special Projects such as:
  - Preparation of monthly MFOR analysis
  - Preparation of General Appropriation ordinance analysis
  - Preparation of annual Year-end Close procedures
  - Preparation of annual Trends Analysis

## Internship opportunities in the Audit Division consist of:

- Performing Special Projects such as:
  - Department Processes both financial and operational. Describe the process in narratives and/or flow chart and identify the risks and controls embedded throughout the processes
  - Monitor City legislative activity and categorize the types of ordinances being proposed/passed
- Participating in various tasks, procedures of Audits being performed
  - Strategic Team Meetings
  - Limited Detail Testwork
  - Drafting various audit documentation
- Becoming familiar with the key phases of the Audit Process and gain an understanding of the primary objectives and outputs/deliverables